



**Office of the City Engineer**  
222 N. Chauncey Ave.  
West Lafayette, Indiana 47906  
Phone: 765-775-5130  
Fax: 765-775-5249  
[www.westlafayette.in.gov](http://www.westlafayette.in.gov)

## MEMORANDUM

**TO:** West Lafayette Board of Public Works and Safety

**CC:** Diane Foster  
Nicole Stocks

**FROM:** David M. Buck, P.E.  
City Engineer

**DATE:** September 22, 2015

**SUBJECT:** **New Hire – Karen Harrington**  
**Part Time Office Assistant – Engineering Department**

I request permission to hire Ms. Karen Harrington as an Office Assistant in the Engineering Department. Ms. Harrington will start on Wednesday, September 30, 2015 at the rate of \$10.00/hr. Ms. Harrington will work 15 hours per week.

Request to Hire – Karen Harrington - Engineering

APPROVED:

DATE: \_\_\_\_\_

CITY OF WEST LAFAYETTE  
BOARD OF PUBLIC WORKS AND SAFETY

\_\_\_\_\_  
John R. Dennis, Mayor

\_\_\_\_\_  
Sana G. Booker, Member

\_\_\_\_\_  
Brooke E. Folkers, Member

\_\_\_\_\_  
Bradley L. Cohen, Member

\_\_\_\_\_  
Jonathan C. Speaker, Member

Attest:

\_\_\_\_\_  
Clerk-Treasurer Judith C. Rhodes